



January 26, 2023

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 22-05

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL FOREST SERVICE JOB CORPS CENTERS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADDMISIONS, AND CTS CONTRACTORS
 ALL CENTER USERS

FROM: Rachel Torres
 National Director
 Office of Job Corps

SUBJECT: Career Technical Training (CTT) Policy Changes regarding CTT
 Change Requests, Program Designation as Pre-Apprenticeship,
 Teacher/Student Ratios, and Job Training Match (JTM)Crosswalk.

1. Purpose. To update the Policy and Requirements Handbook (PRH) with the revised CTT Change Request process and policy, provide guidance on designating a program as a pre-apprenticeship, establish teacher/student ratios, and define the JTM Crosswalk and its relation to O*NET SOC codes. Identify related forms and exhibits being removed from the PRH as part of the revisions outlined in this Change Notice.
2. Background. During the spring of 2022, the CTT unit performed research to identify and address “pain points” in the CTT change request process. As a result, a new CTT change request process and form were developed. Several user testing exercises were conducted with Job Corps regional staff to further improve the new CTT change request process. A finalized process was implemented in October 2022.

Additional PRH updates related to CTT change requests were identified, including a need to outline how a program can be designated as a pre-apprenticeship, how student/teacher ratios are established, and further guidance on the JTM crosswalk

3. Explanation of Changes. PRH Chapter 3: Student Training Services

Section 3.1, R1.e - This section now describes student-to-teacher ratio for CTT programs and its relationship to the CTT Master Program List, which is now located within the CTT Resources section of the Job Corps Community Website. The Master Program List contains all CTT programs approved by the National Office of Job Corps, including student-to-teacher ratios, slots, and Training Achievement Records Codes organized by Industry Area.

Section 3.1.R15.b - This section now describes all CTT change requests, including requests for program designation as a pre-apprenticeship, must be requested using the CTT Change Request Form. The section also highlights the location of the form and the process, which are located within the CTT Resources section of the Job Corps Community Website.

PRH Chapter 5: Management Services

Section 5.2.R2.e - This section now outlines staffing ratios compliance and directs users to the location for the CTT Master Program List, which is located within the CTT section of the Job Corps Community Website.

New Requirements Added to PRH.

Section 3.1.R16 - Pre-Apprenticeship Designation - This section describes the process operators must use to submit a request to designate a program as a pre-apprenticeship by the National Director.

Section 3.1.R17 - Job Corps Career Technical Training Programs Student/Teacher Ratios - This section describes student/teacher ratio compliance.

Section 3.1.R18 - Job Training Match Crosswalk - This section describes the JTM Crosswalk, how it is used, and its relationship to O*NET-SOC codes. It also describes the location of the form required to request a placement code to the JTM Crosswalk.

Removal of Forms and Exhibit from the PRH.

CTT Change Request Forms 3-01, 3-02, 3-02a, 3-03, and Exhibit 5-5 are being removed from the PRH. Since these forms and exhibit change constantly over time, Job Corps has opted to provide users with the location of the latest version of the forms to avoid version control issues. The new forms are being relocated to the Job Corps Community Website in the CTT Resource section.

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.

6. Inquiries. Direct inquiries related to this Change Notice to CTTsubmissions@dol.gov.

7. PRH Website Access. The Change Notice and revisions to the PRH can be accessed within one business day on the PRH Website at <https://prh.jobcorps.gov>.